

Pooja Mehta

PM

Electrical Engineer

Chennai, India pooja.mehta@example.com Fictional sample

01 Professional profile

Electrical Engineer with an illustrative 11-year career focused on electrical distribution, protection coordination and commissioning records. Core strengths include Single-line diagrams, Load schedules and Protection studies. Selected examples describe the challenge, contribution and handover materials.

EXPERTISE

Core capabilities

Single-line diagrams

Load schedules

Protection studies

Cable sizing

Commissioning

CAD

SELECTED WORK

Distribution board renewal

Updated single-line diagram and handover pack

Motor control upgrade

Control narrative and test record

LANGUAGES

English - professional working

Hindi - professional working

CAREER CONTEXT

11 years in this illustrative career.

Three appointments.

Full work examples on page 2.

02 Professional experience

Jul 2022 – Present

Electrical Engineer

Asterline Engineering Works · Chennai

Delivered defined workstreams in electrical distribution, protection coordination and commissioning records, coordinating reviewers and delivery partners.

- Reconciled the circuit schedule and prepared reviewed replacement drawings with shutdown constraints.
- Documented the control sequence and supported witnessed functional checks with the commissioning lead.

Jul 2018 – Jun 2022

Electrical Engineer

Northmere Engineering Works · Chennai

Supported progressively more complex work in electrical distribution, protection coordination and commissioning records, with a defined review process.

- Used single-line diagrams and cable sizing on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workstream.

Jul 2015 – Jun 2018

Graduate Engineer

Cedarfield Engineering Works · Chennai

Built foundations through supported assignments, observation and practical feedback.

- Assisted with load schedules and commissioning, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

03 Engineering projects

Power systems, clearly engineered.

WORK EXAMPLE 01 / ILLUSTRATIVE

Distribution board renewal

Context

Site drawings no longer matched installed circuits.

Contribution

Reconciled the circuit schedule and prepared reviewed replacement drawings with shutdown constraints.

Prepared for handover

Updated single-line diagram and handover pack

WORK EXAMPLE 02 / ILLUSTRATIVE

Motor control upgrade

Context

Operators lacked clear fault and interlock documentation.

Contribution

Documented the control sequence and supported witnessed functional checks with the commissioning lead.

Prepared for handover

Control narrative and test record

04 Education

2013 – 2015

M.Tech in Power Systems

Asterbridge Institute of Professional Studies

Specialist study with a practice focus on single-line diagrams and load schedules.

2009 – 2013

Bachelor of Technology / Science in the relevant discipline

Cedarhaven College of Applied Studies

Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

05 Professional development

2024

Single-line diagrams - advanced practice workshop

Scenario exercises and peer review in electrical distribution, protection coordination and commissioning records.

2025

Cable sizing - reflective practice seminar

Applied learning reviewed through a bounded example and a written reflection.

Continuing learning examples, not licences or independently verified certifications.

06 Practice & evidence notes

Work focus	Evidence status	Contribution scope
Electrical distribution, protection coordination and commissioning records	Illustrative work descriptions; no source artefacts attached	Owned the stated workstream, not all team outcomes

Every employer and institution in this CV is fictional. The two work examples describe individual contributions; supporting artefacts and externally measured outcomes are not supplied. Replace example information with accurate records and permission-cleared work before using this CV.